

STATE OF MISSOURI



Department of Economic Development

Division of Professional Registration

STATE BOARD OF NURSING

3605 Missouri Boulevard, P.O. Box 656
Jefferson City, Missouri 65102-0656
Telephone 314-751-0681
Text Telephone (TT)
1-800-735-2966
(Hearing Impaired)

Florence Stillman, R.N., M.S.N.
Executive Director

LETTER OF NOTIFICATION

Due to budgetary constraints, the Spring 1994 edition of our Newsletter will not be published. The Summer 1994 edition will come out in late June or early July.

We have enclosed a supplement of the Summary of Actions Taken by the Missouri State Board of Nursing as well as Violation/Disciplinary Hearings and Other Actions Taken by the Board.

If you have any questions regarding this notification, please feel free to contact the Board office at 314-751-1416.

PREPARE YOURSELF FOR A NEWSLETTER CHANGE

Effective with this issue of the Missouri State Board of Nursing Newsletter, the following "Summary of Actions Taken By The Missouri State Board of Nursing" is published by supplements only. What follows are lists of additions, deletions and any modifications relating to the discipline of licensees since the Winter publication. The complete/full list of disciplined licensees will be published in its entirety only on an annual basis in the Winter publication of the Newsletter. If the implementation of this new system of maintaining the "Summary" and collecting the supplements fails at first, you may call the office at (314) 751-0681 and request a copy of the Winter 1993 issue of the Newsletter to obtain a full list.

SUPPLEMENT

SUMMARY OF ACTIONS TAKEN
BY THE MISSOURI STATE BOARD OF NURSING

ADDITIONS

<u>NAME</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>ACTION</u>	<u>EFFECTIVE DATES</u>
Burget, Alma	LPN	045630	Revoked	04-13-94
Cole, Patricia A.	LPN	041144	Probation	04-13-94 to 04-13-97
Graf, Patricia	RN	086308	Probation	04-04-94 to 04-04-97
Haverstick, Lisa	RN	086028	Voluntary Surrender	03-11-94
Knight, Anne	LPN	037145	Probation	03-24-94 to 03-24-96
Respress, Renee	RN	130586	Probation	03-09-94 to 03-09-97
Rice, Marilyn Faye	N/A	N/A	NOT LICENSED	
Knight Jenkins			Attended Moberly Area Community College, did not receive degree	
Wood, Gary	RN	105269	Probation	04-09-94 to 04-09-99

MODIFICATIONS

Bannister, Sandra	LPN	014698	Voluntary Surrender	04-11-94
Haynik, Annie	LPN	038906	Probation	11-30-92 to 11-30-94
Merrill, Kathy	RN	061957	Probation	04-12-94 to 03-25-96
Phares, Michael	RN	093097	Probation	08-09-93 to 08-09-94

DELETIONS

Ableman, Linda	RN	047051	Probation completed early
Alexander, Joyce	LPN	032736	Probation completed
Arbo, Sandra	RN	115925	Probation completed early
Brown, Portia	LPN	037821	Probation completed
Heimsoth, Beverly	RN	108933	Probation completed early
Kuster, Tamara	RN	118356	Probation completed
Locke, Jean	RN	078548	Probation completed early
McCue, Patricia	RN	091785	Probation completed
Moon, Sr. LouAnn	RN	090939	Probation completed
Rusk, Donna	RN	098129	Probation completed early
Schlickelman, Antje	RN	080593	Probation completed
Thomas-DeVries, Margaret	RN	103755	Probation completed early

VIOLATION/DISCIPLINARY HEARINGS

Egan, Marilyn - LPN045408 (Little Rock, AR)

Order dated February 23, 1994, No Further Action. Licensee failed to comply with terms of previous discipline.

Merrill, Kathy - RN 061957 (Columbia, MO)

Order dated April 12, 1994, No Further Action. Licensee failed to fully comply with the terms of previous discipline.

OTHER ACTIONS TAKEN BY THE BOARD

Burget, Alma - LPN 045630 (Plymouth, IL)

Settlement dated April 13, 1994, Revoked. Around July 20, 1992, licensee pled guilty to three counts of forgery. Around March 11, 1993, licensee pled guilty to one felony count of subornation of perjury and two misdemeanor counts of deceptive practice.

Cole, Patricia A. - LPN 041144 (DeSoto, MO)

Settlement dated April 13, 1994, Probation for three years until April 13, 1997. Licensee worked under the influence of alcohol, thereby impairing her performance. She was terminated for absenteeism. Licensee pled guilty to two separate misdemeanor charges: one for shoplifting and one for writing bad checks.

Graf, Patricia - RN086308 (Columbia, MO)

Consent Agreement dated April 4, 1994, Revoked, Stayed, Probation for three years until April 4, 1997. Licensee has history of substance abuse. Licensee made several medication errors while employed at Columbia Regional Hospital.

Haverstick, Lisa - RN086028 (DeSoto, MO)

Affidavit dated March 11, 1994, Voluntary Surrender. Licensee voluntarily surrendered license.

Knight, Anne - LPN037145 (Raytown, MO)

Settlement dated March 24, 1994, Probation for two years until March 24, 1996. Licensee diverted narcotics from employer for personal use.

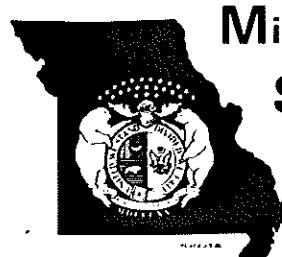
Respress, Renee - RN130586 (St. Louis, MO)

Consent Agreement dated March 9, 1994, Probation for three years until March 9, 1997. Licensee previously revoked due to having positive drug screens for medications that she did not have prescriptions for, which violated terms of past discipline.

Wood, Gary - RN105269 (St. Charles, MO)

Settlement dated April 9, 1994, Probation for five years until April 9, 1999. Licensee misappropriated and self-administered Demerol and falsified records to conceal misappropriation.

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Missouri
State
Board of
Nursing

Post Office Box 656
3605 Missouri Blvd.
Jefferson City, MO 65109
(314) 751-0681
Text Telephone (TT)
1-800-735-2966
(Hearing Impaired)

BOARD MEMBERS

NAME	TITLE	TERM EXPIRES
Susan Morgan, R.N.	President	06/01/94
Patricia Dixon, R.N.	Vice-President	06/01/96
Karen Hendrickson, R.N.	Secretary/Treasurer	06/01/96
Betty Butler, L.P.N.	Member	06/01/96
Richard English	Public Member	08/16/94
Joyce Haynie, L.P.N.	Member	06/01/97
Sr. Jeanne Meurer, R.N.	Member	08/13/96
Toni Sullivan, R.N.	Member	06/01/97
Delores B. Ware, R.N.	Member	06/01/97

PROFESSIONAL STAFF MEMBERS

NAME	TITLE
Florence Stillman, R.N.	Executive Director
Vada Arrowood, R.N.	Assistant Director for Education and Licensure
Rita Tadych, R.N.	Assistant Director for Discipline and Practice
Liz Cardwell, R.N.	Recovering Nurse Coordinator

OFFICE STAFF

NAME	TITLE
Duane Leiter	Investigator III
Walt Miller	Investigator III
George Snodgrass	Investigator IV/Chief Investigator
Pam Groose	Office Services Manager
Linda Strobel	Senior Accounting Clerk
Lori Scheidt	Administrative Aide for Education and Licensure
Sandy Sebastian	Administrative Aide for Discipline and Practice
JoAnn Hanley	Secretary to Executive Director/Secretary III
Connie Clarkston	Secretary to Assistant Director for Discipline and Practice/Secretary II
Kathy Tucker	Secretary to Assistant Director for Education and Licensure/Secretary II
Roxy Seymore	Secretary to Investigator IV/Chief Investigator/Secretary II
Pam Campbell	Special Projects/Clerk Typist II
Cathy McCuskey	Discipline Section/Clerk Typist II
Kim Bax	Clerk Typist II
Rose Oligschlaeger	Clerk Typist II
Mary Old	Clerk Typist II
Pam Porting	Clerk Typist II
Kathy McDaniel	Clerk Typist II

**PLEASE DISTRIBUTE THIS NEWSLETTER WIDELY AND ...
REPRODUCE IT AS YOU WISH.**

SPRING
1994
ISSUE

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MISSOURI STATE BOARD OF NURSING

**MAIN TELEPHONE NUMBER (314) 751-0681
TEXT TELEPHONE (TT) (HEARING IMPAIRED) 800-735-2966**

Administration	751-1416
Discipline	751-6541
Education	751-0080
Examination	751-0681
Complaints & Investigations	751-0070
I.V. Therapy	751-0080
Licensure	751-0681
Nursing Practice	751-0073
Purchasing	751-0072

Office Hours

**Monday - Friday
8:00 a.m. - 5:00 p.m.**

DATES TO REMEMBER

BOARD MEETING DATES

06/20/94 - 06/24/94
10/24/94 - 10/28/94
02/13/95 - 02/17/95
05/15/95 - 05/19/95
08/21/95 - 08/25/95
12/04/95 - 12/08/95
02/26/96 - 03/01/96

PHILOSOPHY FROM FLO
Florence Stillman, R.N., M.S.N.
Executive Director

The Missouri General Assembly is once again in session, and once again there are many difficult pieces of legislation that are being debated. The Board of Nursing has several bills that are waiting and are as follows:

1. House Bill 1082 - changes to the Nursing Practice Act. In order for Missouri to change cleanly and clearly to C.A.T. (Computerized Adaptive Testing) some small changes in wording must be made. It is imperative these changes become effective in 1994. The Board of Nursing would also like to be able to renew licenses less frequently than every year without reducing the amount of surcharge collected by the Board for the Nursing Student Loan and Repayment Program administered by the Department of Health.

The definition of professional nursing includes the statement that nurses administer treatment and medications as prescribed by someone licensed in this state to prescribe treatment and medication. Nurses sometimes need to be able to follow the directions of a physician licensed in another state but not necessarily in Missouri (i.e., nurses in home health may care for patients who are seeing physicians or have been to clinics several states away). That language needs changing to allow those patients access to care in the home.

There are also several places where wording needs to be changed to make the meaning more clear, more or less housekeeping or clean-up measures.

The Board will be involved in affecting several other pieces of legislation initiated by other groups or individuals whose stated aim is improving access to health care, such as language relative to nurse

midwifery (SB 779) and lay-midwifery (HB 985). The Board of Nursing is also interested in the proposed alternative to discipline or Peer Assistance language (HB 1032) being offered again this session. If you have an interest in following and/or influencing these pieces of legislation, please call for an update since any information written here could change momentarily as the session advances.

I encourage all to become involved. Contact your legislators on local, state, and national issues and take control of your future. One of the hallmarks of a mature professional is that of taking an interest in the good of the whole and working toward improvement for all. The mature professional has broadened vision and objectives that span much more than "me and mine" and "here and now". I'm anxious to see us become a mature profession. Now is the perfect time to assist in that process.

Let me hear from you! I will gladly provide information of any sort including phone numbers and addresses of Legislators. We can discuss strategies, lobbying efforts, or anything which may be of interest to you.



BITS OF INFORMATION
JoAnn Hanley
Secretary III

Duke University Medical Center: 10 Years of Treatment for Smokers

Deep in the heart of tobacco country is an innovative, long-standing program to help hospitalized patients break the nicotine habit. Ten years ago, the Smoker's Consultation Service (SCS) at Duke University Medical Center, Durham, NC, was the first in the nation to provide bedside smoking cessation counseling in the hospital setting.

Over 5,000 people, mostly cardiovascular patients, have participated in the program. The program also includes counseling services for patients experiencing nicotine withdrawal and for any patients receiving nicotine patches or gum.

Surviving Without Cigarettes: A Guide for Patients in Smoke-Free Hospitals is a free publication that tells more about the program. Send a self-addressed stamped envelope to the Smoker's Consultation Service, Box 2984, Duke University Medical Center, Durham, NC, 27710 or call at 919-684-6475.

Other Smoking Cessation Resources:

Bedside Counseling of the Hospital Patient is a free resource for health care professionals who want to start programs in their own hospital. Write to the American Association for Respiratory Care at 11030 Ables Lane, Dallas, TX 75229.

Nico-Notes is published quarterly by the PSL Center for Health Sciences Education and sent free of charge to health professionals interested in nicotine dependency treatment. They also offer free consultations and advice. To get on the mailing list, write to the PSL Center for Health Sciences Education, 1719 E. 19th Ave., Denver, CO 80218.

Reprinted with permission from The Allen & Hanburys Respiratory Institute's Air Currents magazine. A free publication which is available by calling: 800-5-GLAXO-5.

faith becomes invalid immediately upon board office notification. The license then remains invalid until such time as it is paid for in full, which includes the renewal fee and penalty for NSF check. In matters concerning license renewal, when NSF checks are issued, the renewed license becomes null and void. This becomes a very serious matter in that the nurse is then considered, from a legal perspective, practicing on a lapsed license. The licensee, in these circumstances, should not practice nursing until the license is paid for in full; this includes the renewal fee, late fee since the deadline for renewal has passed and penalty for NSF check. Furthermore, if the licensee has worked on a lapsed license, addition disciplinary action may be taken.

**MISSOURI STATE BOARD
OF NURSING'S PUBLIC
INFORMATION BROCHURE**

The Board of Nursing has prepared a pamphlet that contains basic information regarding the functions and duties of the Board. Its' contents include brief summaries regarding the education, licensure, practice and discipline sections as well as the structure of the Board. Telephone numbers are also available for each section mentioned.

To obtain a copy of this publication you can call 314-751-1416 or send a letter of request. There is no charge involved.

NON-SUFFICIENT FUNDS CHECKS

When a nurse issues a check for licensure on an account with insufficient funds, for whatever reason, the license issued in good

BOOKS OF CURRENT RNs AND LPNs

There are books available which list all Registered Professional Nurses and Licensed Practical Nurses currently licensed in the State of Missouri. Anyone wishing to obtain a copy of these books must send a letter of request to:

Missouri State Board of Nursing
P. O. Box 656
Jefferson City, MO 65102

The cost would be approximately \$25.00 for Registered Nurses and \$17.50 for Licensed Practical Nurses (cost subject to change). Please call Norma Helmig, Department of Health Statistics, 314-751-6279 prior to mailing request to the Board office.

NEWSLETTER MAILING LIST

In order to keep our Newsletter mailing list updated, we are asking that you check over the name and address under which we have you listed and inform us of any inaccuracies.

If you are receiving more than or not enough copies of the Newsletter, or if we need to make any changes in your name or address, please let us know by calling 314-751-3656 or by using the form provided at the end of the Newsletter.

This request pertains to the Newsletter mailing list only.

DIRECTIONS TO THE MISSOURI STATE BOARD OF NURSING OFFICE

3605 Missouri Boulevard
P. O. Box 656
Jefferson City, MO 65102
314-751-0681
Test Telephone (TT)
1-800-735-2966
(Hearing Impaired)

East of the State via I-70: (coming from the St. Louis area)

Exit at the Kingdom City - Highway 54 West - State Capitol Exit. Proceed on Highway 54 West (you will cross the Missouri River as you enter Jefferson City). Exit at Highway 50 West - Sedalia Exit (third exit). Proceed on Highway 50 West to the Truman Boulevard/South Country Club Exit. Turn left onto South Country Club. (** see below**)

West of the State via I-70: (coming from the Kansas City area)

Exit at Highway 63 South - Jefferson City Exit (in Columbia). Proceed on Highway 63 South. Exit at Highway 54 West (you will cross the Missouri River as you enter Jefferson City). Exit at Highway 50 West - Sedalia Exit (third exit). Proceed on Highway 50 West to the Truman Boulevard/South Country Club Exit. Turn left onto South Country Club. (**see below**).

West of the State via Highway 50 East: (coming from the Kansas City area)

Proceed on Highway 50 East to the Truman Boulevard/South Country Club Exit. Turn left onto South Country Club. (**see below**)

East of the State Highway 50 West: (coming from the St. Louis area)

Proceed on Highway 50 West to the Truman Boulevard/South Country Club Exit. Turn left onto South Country Club. (**see below**)

South of the State via Highway 54 North: (coming from the Springfield area)

Proceed on Highway 54 North to the 50/63 Sedalia/St. Louis Exit. Turn left on 50 West - Sedalia Exit. Proceed on Highway 50 West to the

Truman Boulevard/South Country Club Exit. Turn left onto South Country Club. (**see below**)

****NOTE****

Continue on South Country Club to the last stoplight. Turn left onto Missouri Boulevard/outer road at the Farm Bureau Building. Continue on Missouri Boulevard past the OMD Building and the Learfield Building. The Board of Nursing is located in the next building on the right, which is the Professional Registration Building.

DIRECTIONS TO BOARD MEETINGS

East of the State via I-70:

Exit at Kingdom City - Highway 54 West - State Capitol Exit. Proceed on Highway 54 (you will cross the Missouri River Bridge.) Exit at the Highway 50 East Exit. Proceed East on Highway 50 to the Broadway Exit and turn left. (**see below**)

West of the State via I-70:

Exit at the Highway 63 South - Jefferson City Exit (in Columbia). Proceed South on Highway 63. Exit at the Highway 54 West Exit (will cross the Missouri River Bridge). Exit at the Highway 50 East Exit. Proceed East on Highway 50 to the Broadway Street Exit and turn left. (**see below**).

West of the State via Highway 50:

Proceed East on Highway 50 to the Broadway Street Exit. Turn left at the stop light onto Broadway. (**see below**).

East of the State via Highway 50:

Proceed West on Highway 50 to the Broadway Street Exit. Turn right at the stop light onto Broadway. (**see below**).

****NOTE**:**

Continue on Broadway two (2) blocks to the corner of Broadway and High Streets. The Truman Building is on your left. The meeting is being held in Room 400. There is an Information Desk at each entrance, please ask for directions to Room 400.

Parking is very limited. Please allow additional time to search for parking. There are several parking lots and some on-street parking, but during business hours they are usually occupied.

**PHONE NUMBERS FOR OTHER
LICENSING AGENCIES
AND ASSOCIATIONS**

Information regarding licensure of CNAs and CMTs should be directed to the Division of Aging at (314) 751-3082.

Information regarding licensure of Nursing Home Administrators should be directed to Nursing Home Administrators at (314) 751-3511.

Information regarding membership and continuing education credits for Registered Nurses should be directed to the Missouri Nurses Association at (314) 636-4623.

Information regarding membership and continuing education credits for Licensed Practical Nurses should be directed to the Missouri Association for Licensed Practical Nurses at (314) 636-5659.

Information regarding continuing education seminars/programs and membership to the Missouri League for Nursing should be directed to the Missouri League for Nursing at (314) 635-5355.

For information regarding E.M.T.s, contact the Bureau of Emergency Medical Services, Department of Health, 1738 E. Elm, Jefferson City, MO 65102: 314-751-6356.

NOTICE OF INVALID LICENSES

As of April 4, 1994, the following individuals hold an invalid nursing license and/or temporary permit. These individuals are not eligible to practice nursing in the State of Missouri. If you require additional information, please contact the Board office at 314-751-3656.

Alara, Edith	LPN 016743
Anstine, Judith	LPN 036134
Brandon, Brenda	RN 118313
Brown, Mary	LPN 023316
Brown, Shirley	LPN 007731
Bryant, Juanita	RN 121242
Butler, Sarah	LPN 035180
Burnett, Sharon	LPN 031679
Byrd, Tanna	LPN 022584
Clark, George	LPN 030701
Clay, Lois	RN 032667
Dancy, Cynthia	RN 106068
Davis, Earnestine	LPN 041635
Fish, Lisa	RN 098201
Grosholz, Lisa	LPN -
	Invalid Temporary Permit
Gwin, Lenora	LPN 041704
Hank, Brenda	LPN 041738
Hodges, Jackie	LPN 034249
Jacobs, Lucille	LPN 007852
Jones, Rhonda	RN -
	Invalid Temporary Permit
Lane, William	LPN -
	Invalid Temporary Permit
Matthias, Cynthia	LPN 031824
Miller, Linda	RN -
	Invalid Temporary Permit
Miller, Thomas	RN 122890
Mitchell, Gloria	LPN 029863
Palmer, Quintelia	LPN 020797
Robinson, Laura	LPN -
	Invalid Temporary Permit
Seaton, Lucian	RN -
	Invalid Temporary Permit
Underhill, Peggy	RN 116376
Waldron, Sandra	LPN -
	Invalid Temporary Permit
Weldon, Brenda	RN 118313
Willoughby, Margaret	RN 039533
Wood, Cindi	LPN 039464

FURTHER INFORMATION REGARDING RELEASES OF INFORMATION

In order for the Missouri State Board of Nursing to provide information

from a licensee's file which is not available -

- a. under the Mandatory Reporting Rule, or
- b. as a matter of public record,

a release bearing a signature of the licensee authorizing the Missouri State Board of Nursing to release information must be received. A release reflecting a copy of the signature is as sufficient as the original signature.

If you have questions concerning releases of information, you can call the Board office at 314-751-6541.

BOARD MEETING CANCELLED

Please be advised that the August, 1994 Board meeting of the Missouri State Board of Nursing has been cancelled. If you should have questions regarding this notice, please call the Board office at 314-751-1416.

REVISION MADE TO UNCOLLECTIBLE POLICY

At the January, 1994 Board meeting, a motion was made, seconded, and passed to revise the uncollectible policy from "30 days to 20 days" as the time frame that acceptable repayment for an uncollectible instrument must be received in our office after notification as been sent to the licensee.

In addition to the 20 day time frame, the decision of the Board was to also begin utilizing the Prosecuting Attorney's office for assistance in collecting uncollectible instruments that the Board of Nursing has been unsuccessful in recovering.

When notification of an uncollectible

instrument is received in this office, the licensee/applicant is sent a certified letter, return receipt requested. The letter states that repayment must be received within 20 days or the matter will be referred to the Prosecuting Attorney's office for further pursuit. The file of the licensee or applicant is flagged and verified as "invalid" until the uncollectible has been made good.

If a licensee/applicant has contacted our office in advance regarding a possible uncollectible instrument, the information is maintained in a flagged file. When we receive notification from the Department of Revenue of the uncollectible instrument, licensee's/applicants who have contacted us in advance receive a phone call and instructions on submitting acceptable repayment.

During the renewal period it can take from four (4) to six (6) weeks for our office to receive notice from the Department of Revenue that the payment will not clear the bank. Therefore, PLEASE DO NOT AUTOMATICALLY SEND A REPAYMENT when you receive notice from your bank, call our office first. We do not automatically accept a repayment for an uncollectible instrument without first receiving notice from the Department of Revenue that the payment was uncollectible. For us to do so would give the appearance that a duplicate payment is being made.

If the licensee/applicant fails to make restitution for the uncollectible instrument, their information will be referred to the Prosecuting Attorney's office, and their name and license number will be listed in the quarterly Newsletter published by this office.

If you have questions regarding uncollectibles or invalid licenses, contact Pam Campbell at (314) 751-3656.

GRADUATE EXEMPTED PRACTICE PERIOD & RELEASE OF INFORMATION

As most of you know, on April 1, 1994 the method of administering the National Council Licensure Examinations changed from the traditional paper-and-pencil method to computerized adaptive testing.

The change in testing necessitated a change in the rule for graduate exempted practice.

The graduate exempted practice period rule, 4 CSR 200-4.020 (3) reads: "A graduate of a nursing program may practice as a graduate nurse until s/he has received the results of the first licensure examination taken by the nurse or until ninety (90) days after graduation, whichever first occurs."

With the implementation of CAT, many employers of graduate nurses have been looking for ways to streamline their process of verifying graduate nurse status.

The only information that is public regarding an exam applicant is the applicant's name and address. If you would like the Board to verify any other information, the Board must have a signed Authorization to Release Confidential Information from the applicant. A sample release form is contained in this article.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

(Print Legibly in Black Ink)

I, _____, hereby authorize the MISSOURI STATE BOARD OF NURSING to release any and all information regarding my licensure and exam application status as a Licensed Practical Nurse/Registered Professional Nurse to _____, and/or their representatives.

This release authorizes the Missouri State Board of Nursing to release by name, address, nursing school nurse, graduation date, eligibility status, test appointment date, date exam was taken, and whether or not I took the exam.

A photostatic copy of this authorization will be considered as effective and valid as the original.

Date _____

Signature _____

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BY THE MISSOURI STATE BOARD OF NURSING**

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Respress, Renee - RN130586 (St. Louis, MO)

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Wood, Gary - RN105269 (St. Charles, MO)

Settlement dated April 9, 1994, Probation for five years until April 9, 1999. Licensee misappropriated controlled substances from employer and self-administered them.

NEWSLETTER
CHANGE OF ADDRESS NOTIFICATION

NAME: _____

BUSINESS ADDRESS:

STREET _____

CITY, STATE _____ ZIP CODE _____

HOME ADDRESS:

STREET _____

CITY, STATE _____ ZIP CODE _____

Print below the name and address
as it appears on the mailing label

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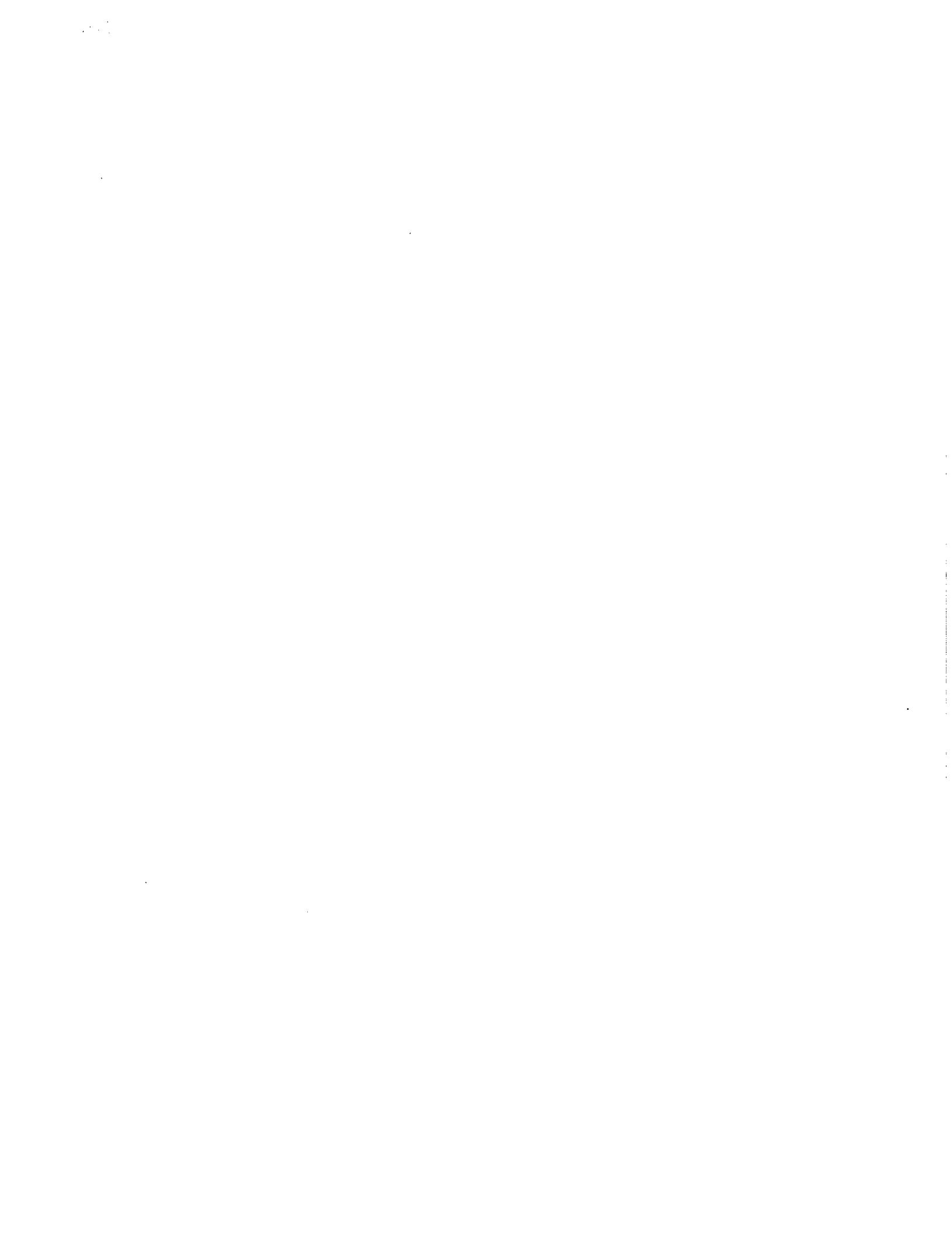
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Attention: Pam Campbell
P. O. Box 656
Jefferson City, MO 65102

Or **FAX** it to: 314-751-0075



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